

UNITED STATES DISTRICT COURT - MIDDLE DISTRICT OF ALABAMA
OFFICE OF THE CLERK

CAREER OPPORTUNITY

AREA OF CONSIDERATION: All sources

Position Title: FINANCIAL ASSISTANT

Applications* must be received by: November 9, 2006

Classification Level: CL26

Starting Salary range: \$37, 825 - \$41, 575

Promotion Potential: CL 27

Salary potential \$67,567

POSITION OVERVIEW: The Office of the Clerk of Court for the United States District Court for the Middle District of Alabama is recruiting for the position of Financial Assistant. This position falls within the Court Personnel System and is outside the scope of Civil Service, but salary, retirement and other benefits are comparable to those of the Civil Service. **Judiciary employees are “at will” employees and serve at the pleasure of the Court.** The selected applicant must satisfactorily complete a one-year probationary period, and, due to the nature of the position, must undergo a background check.

Representative Responsibilities: The Financial Assistant performs a full range of high-level functional duties. Employee assists the Financial Administrator in the safekeeping, depositing, accounting and reporting of monies received and disbursed by the court. The Financial Assistant, in partnership with and under the direction of the Financial Administrator, ensures adherence to internal controls; prepares a variety of reports as required locally, by the judiciary, and by the Department of the Treasury; and maintains inventory and distribution of controlled items such as blank checks, receipts and other items.

The Financial Assistant maintains and reconciles records in the FAST (an automated system) and other financial systems. These records include the cash receipts journal, registry fund, deposit fund and other ledgers. This court is a disbursing office: vouchers are received from a variety of court units located in the district for payment due to vendors, agencies and individuals in satisfaction of court orders, and victims of crime due restitution, etc. Employee monitors the review of vouchers and disburses funds.

QUALIFICATIONS: To qualify for this position, the applicant must have at least three years of progressively responsible, specialized experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position. Completion of a bachelor's degree at an accredited college or university with a concentration in accounting, finance, or business administration is strongly preferred. The successful candidate must be computer literate, have excellent oral and written communication skills, possess good judgement, and have the ability to work in a team-oriented environment. Experience with financial accounting systems is required as well as proficiency with numbers and attention to detail.

To qualify for the entry level CL26, at least one year of the three years of specialized experience must be at or equivalent to the level of work classified as CL25 under the Court Personnel System. To qualify for the CL27 level, at least one year of the three years of specialized experience must be at or equivalent to the level of work classified as CL26 under the Court Personnel System.

DESIRABLE QUALITIES: Applicants must submit a narrative statement addressing each of the desired representative qualities listed below. Applicants should address each quality separately, describing how, or providing evidence that, the applicant demonstrates the quality.

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| 1) Knowledge of accounting practices | 2) Management experience |
| 3) Ability to take independent responsibility | 4) Professional presentation |

APPLICATION PROCESS: Application must be received no later than the closing date. Submit 1) a cover letter, stating why you want the position, 2) current résumé detailing qualifications and work experience, and 3) narrative statement to Ms. Debra P. Hackett, Clerk, US District Court, PO Box 711, Montgomery AL 36101-0711.

* NOTE: On request, applicants to the previously posted vacancy announcement for Financial Administrator will be considered without further application.